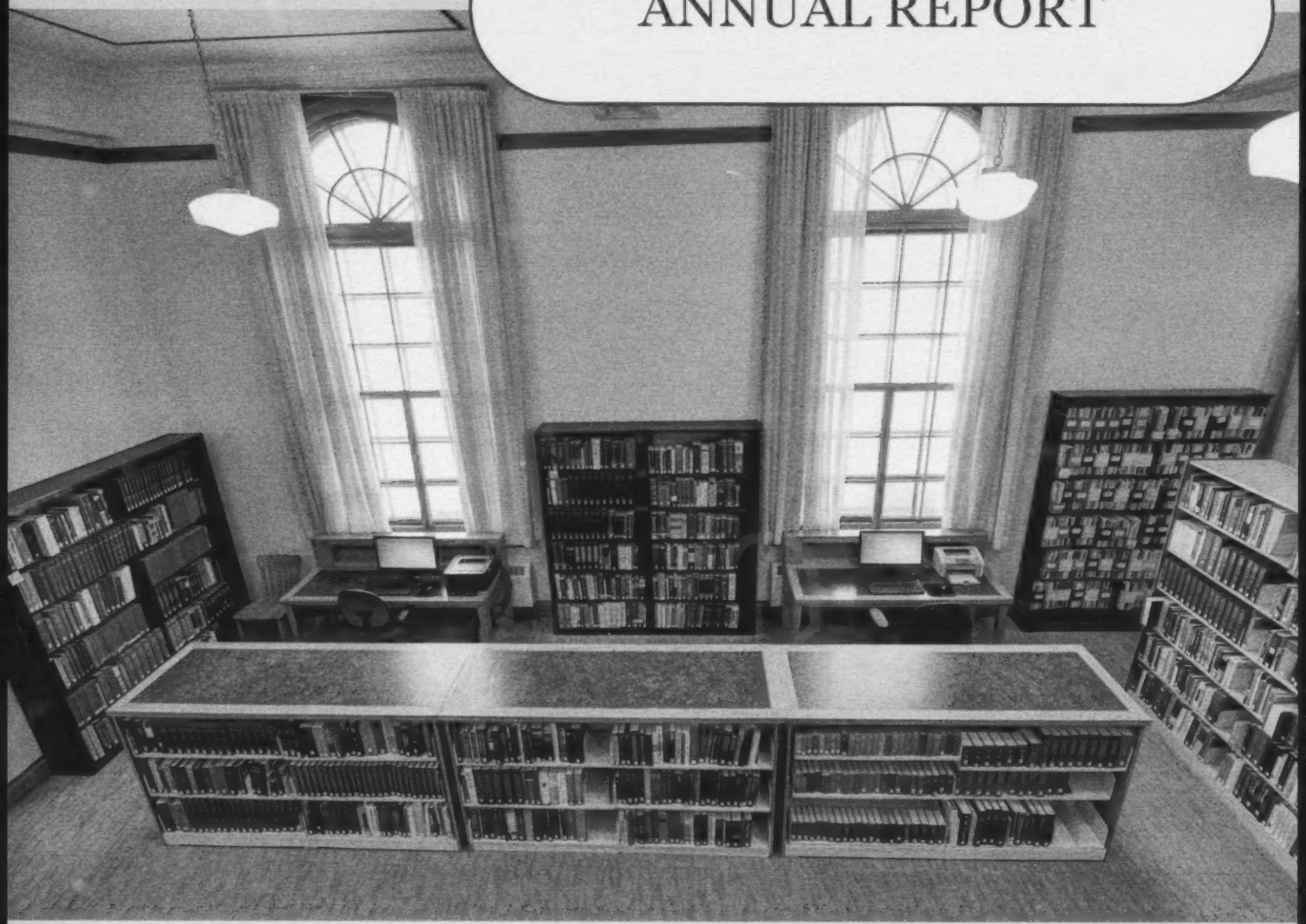
Legislative Assembly of Saskatchewan

ANNUAL REPORT



Saskatchewan Legislative Library

for the period ending March 31, 2015

This annual report is also available in electronic format from the
Saskatchewan Legislative Library web site at:
www.legassembly.sk.ca/library/

Cover photo by Kim Digney of D3 Imaging

Saskatchewan
Legislative Library

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November 6, 2015

The Honourable Dan D'Autremont
Speaker of the Legislative Assembly of Saskatchewan
Room 129, Legislative Building
Regina, SK S4S 0B3

Dear Mr. Speaker:

I am pleased to submit the Legislative Library Annual Report for the period April 1, 2014 to March 31, 2015 for tabling in the Legislative Assembly.

This report is submitted pursuant to section 80(3) of *The Legislative Assembly Act, 2007* and in accordance with the *Rules and Procedures of the Legislative Assembly of Saskatchewan*. It is an opportunity to highlight the Library's delivery of parliamentary library services during the past year and to provide accountability with respect to the state of the Library.

Highlights of activities during the report period include:

- Delivery of core Legislative Library programs and services.
- Installation of new client study spaces and additional collection shelving in the Reference Room.
- Launch of an initiative to preserve our Saskatchewan government publications collection through de-acidification of publications printed on acidic paper.
- Visits to Saskatchewan government agencies to promote the legislated requirement to deposit Saskatchewan government publications with the Legislative Library.
- Hosting of the 2014 conference of the Association of Parliamentary Libraries in Canada.
- Continued engagement in a variety of outreach and partnership activities.

It is an honour to provide library services to Members of the Legislative Assembly and the people of Saskatchewan. We are grateful for the support of our broader organization the Legislative Assembly Service, and the support of the Office of the Speaker and the Board of Internal Economy as we carry out this work.

Respectfully submitted,

Melissa Bennett

Melissa Bennett
Legislative Librarian

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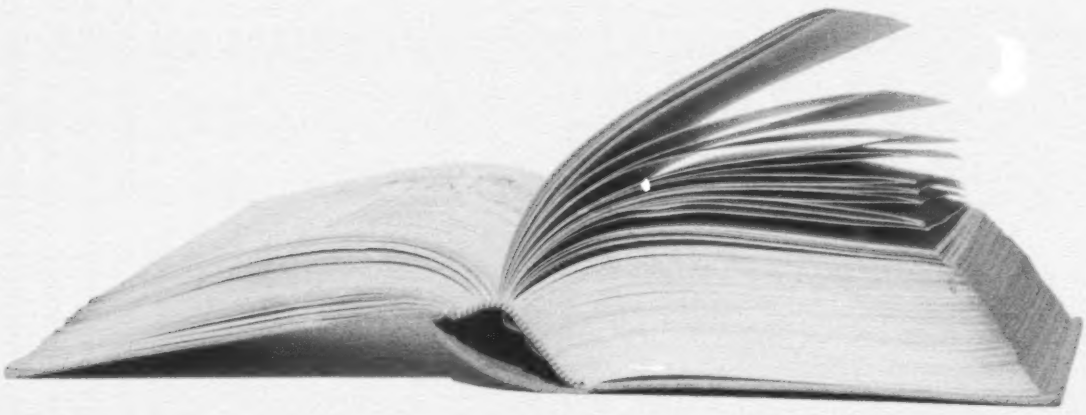


Who We Are

The Legislative Library began as a collection of books brought to Fort Livingstone in 1876 by David Laird, the Lieutenant Governor of the North-West Territories. This small collection evolved into the North-West Government Library. It was officially established as the Saskatchewan Legislative Library in 1905 when the Province of Saskatchewan was formed.

The present-day Library is established under the authority of *The Legislative Assembly Act, 2007*.

We provide specialized and priority services for MLAs and their staffs. Our services are confidential and non-partisan. Consulting with the Library saves time and helps legislators gather information on complex issues. We also provide selected information services and resources to Saskatchewan public servants in ministries that do not offer library services, and make our materials available to the general public to use on the library premises.

Legislative Library Mandate

The Legislative Library is established under *The Legislative Assembly Act, 2007*.

Its purpose is to further the parliamentary process in Saskatchewan by providing confidential, non-partisan information services to Members of the Legislative Assembly, to develop and maintain the legislative and research collection, and to ensure the collection's present and future accessibility to parliamentarians, the public service, and the people of Saskatchewan.

- Provide a parliamentary library service to all Members of the Legislative Assembly and their staffs.
- Act as the official library for the deposit of Saskatchewan government publications.
- Act as the official exchange library for the Government of Saskatchewan, exchanging materials with the National Library of Canada, the U.S. Library of Congress, and other relevant libraries.
- Serve the people of Saskatchewan by making available the benefits of its special research and legislative collection, where these benefits cannot be obtained elsewhere.
- Establish and maintain helpful and cooperative relationships with other government departments or departmental libraries.

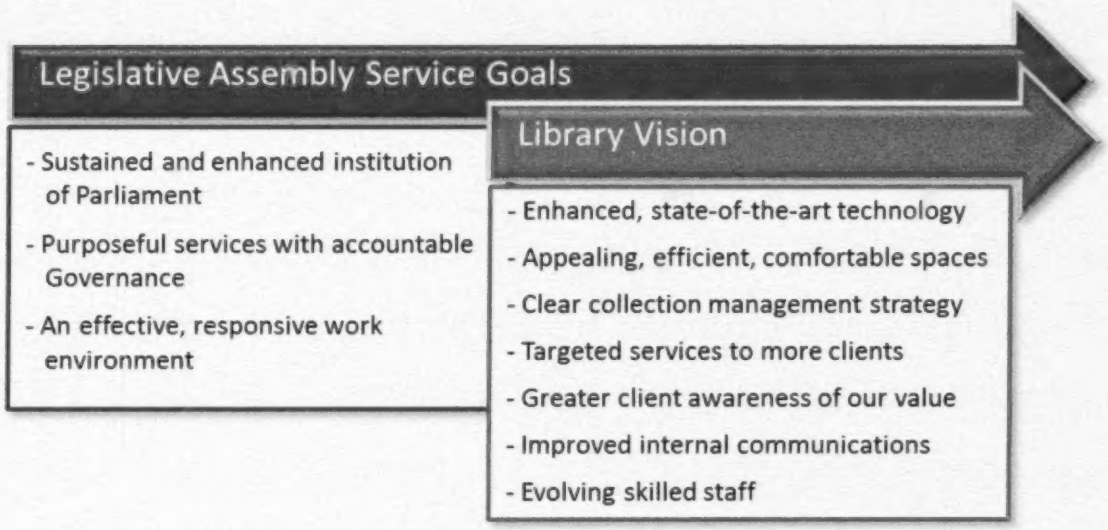
We are designated as the official repository of publications of ministries, boards, commissions, or agencies of the Government of Saskatchewan and Crown corporations. This ensures that Saskatchewan government publications are permanently preserved and available to present and future generations through the Library.

The Office of the Legislative Librarian administers the Library. The Library has three functional units: Members' Services, Reference and Circulation Services, and Support Services.

We serve our clients out of the Library Reading and Reference Rooms (Room 234) in the Legislative Building. Our primary Collection Annex is in the lower level of the Walter Scott Building. Our functional units are based out of locations in both the Legislative and Walter Scott Buildings.

We are a division of the Legislative Assembly Service (LAS), part of the legislative branch of government. The LAS supports Saskatchewan's Legislative Assembly and its Members by providing professional advice and a range of services. The Library is one of these services.

The Library's development is guided by the goals of the LAS, as well as a Library strategic plan created approximately every 4 years. The Library's current strategic plan was implemented in 2013/14.


Legislative Assembly Service Goals
- Sustained and enhanced institution of Parliament
- Purposeful services with accountable Governance
- An effective, responsive work environment
Library Vision
- Enhanced, state-of-the-art technology
- Appealing, efficient, comfortable spaces
- Clear collection management strategy
- Targeted services to more clients
- Greater client awareness of our value
- Improved internal communications
- Evolving skilled staff

What We Do

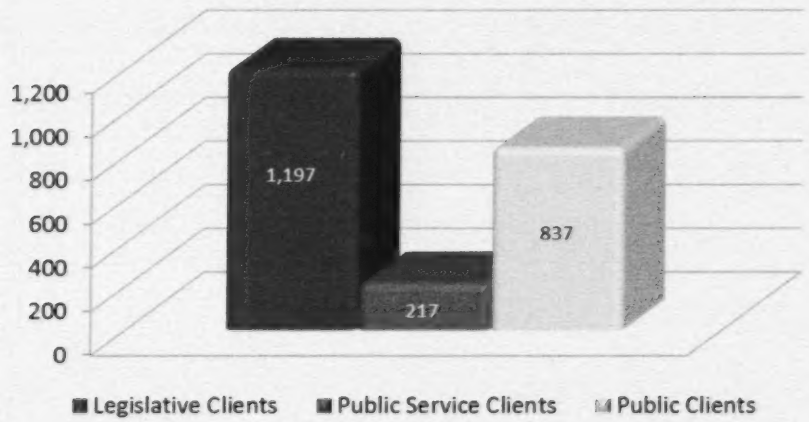
The Library serves people by providing traditional library services such as responding to requests for information, teaching people how to find information on their own, preparing customized current awareness products for key client groups, and lending materials to clients. To make the delivery of these services possible, we select and acquire new materials, organize them so that they are easy to find, manage the spaces where materials are housed, and take steps to ensure the long-term survival of key collections.

Serving Clients

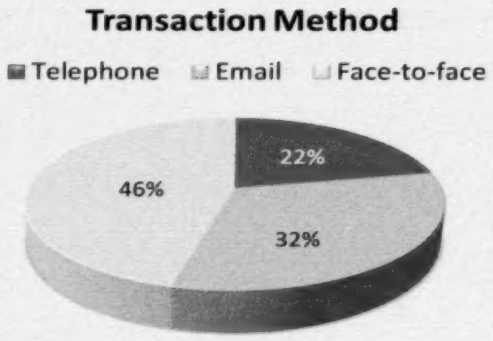
Our primary clients are the Members of the Legislative Assembly, their caucus and constituency staffs, the officials of the LAS, legislative officers and their staffs, the Executive Council, Ministers' office staffs, and the Lieutenant Governor's office. Meeting their information needs is our top priority. We also serve staff in the executive and judiciary branches of governments and the general public on a more limited basis.

Reference Services

In 2014/15, people approached our Reference Service with 2,251 questions. This number is the highest in the last 9 years. About 63% (1,414) of these questions came from our primary clients, staff in executive government departments, crown corporations, the courts, and legislative libraries in other parts of Canada.



Almost half of our reference business (46%) was transacted face-to-face with clients. We received 32% of questions by email and 22% by telephone. Over the past 11 years, email has gradually overtaken telephone as our clients' preferred mode of communication. In-person contact has remained close to 50% for as long as we have been tracking how our clients communicate with us.



We are proud of our record of providing timely responses to our clients' questions. This year we answered 91% of questions on the day they were received, or on the next day. The rest took anywhere from two days to ten or more days to resolve.

The types of questions we get at the reference desk cover a wide range of topics, often with a legislative or policy focus. Typical activities include:

- tracing the history of a particular Act from one point in time to another;
- compiling economic information for various industries over varying periods of time;
- identifying and tabulating differences between Saskatchewan legislation, policies, programs, and services and their equivalents in other jurisdictions;
- performing media scans on trending topics;
- finding biographical information about current or historical persons of interest; and
- answering all manner of questions related to Saskatchewan historical events.

Lending and Borrowing

Many of our clients use our print materials in the Library rather than borrowing them. In 2014/15, our clients borrowed 1,348 items, and used 12,515 items in the Library, for a total of 13,863 print items used. This is the highest recorded usage since 2005/06.

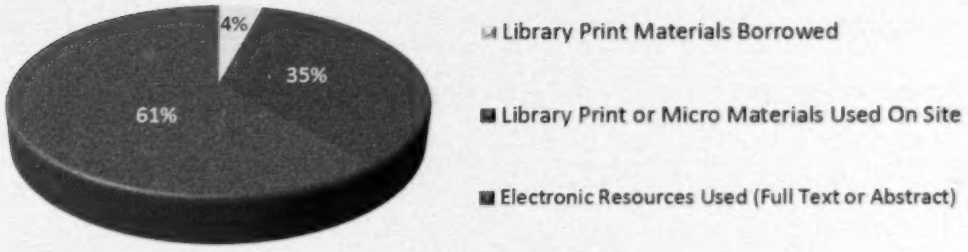
We also borrowed 121 print items from other libraries on behalf of our clients, and we lent 58 items to other libraries on behalf of theirs. Interlibrary loan activity has been dropping sharply and steadily over the past 20 years as our ability to supply our clients' needs from our own print collections and from our growing number of electronic resources has improved.

Facilitating Self-Service: Electronic Resources

Statistics on the number of reference questions answered and the use of print materials only tell part of the story of the use of the services and materials that we provide to our clients. Increasingly our clients are turning to our electronic resources, which they can access in privacy at any time of the day or night, from their offices, from their homes, or while travelling on Legislative Assembly business.

During 2014/15, our staff and clients consulted the electronic resources to which the Library subscribes more than 33,000 times to search for information on more than 43,000 topics. They retrieved more than 21,000 individual titles and articles from our electronic collection.

Use of Library Collections, 2014/15



Customized Services to Key Client Groups

Our Members' Services section provides customized current awareness services to individual MLAs, Legislative Officers, and senior officials of the Legislative Assembly Service. During any given month, about 70 clients receive one or more of our premium current awareness services.

These services include an electronic news article clipping service, a news headline citation service, copies of the contents pages of selected print magazines and journals, and copies of the titles pages of new books. Clients who receive these services work with our staff to create a personal interest profile which is used to identify current information that is most likely to be of interest to the client. In 2014/15, we provided 3,740 news headlines and 13,588 news clippings to these clients.

Clients who are eligible for these premium current awareness services are very busy people. Our goal is to save them time by providing them with information pertinent to their interests without overwhelming them. Our focus has been on

fine-tuning our client profiles and processes to reduce the volume of material delivered to the clients while still capturing the items that are most important to them. During 2014/15, our clients requested 945 periodical articles from the table of contents service and 398 new books from the new book alert service.

During 2014/15...

...our clients requested 945 periodical articles from the table of contents service and 398 new books from the new book alert service.

Clients who are eligible for these customized services can also choose to set up a personal account that gives them direct access to a premium electronic resource containing thousands of news sources. Our staff help them create personal news filters that bring out the articles in each day's press that match their personal interests. We had 53 clients using these direct-user news accounts at the end of 2014/15, and an average of 21 of these clients actively used the service each month.

Information Products

We continue to produce a variety of products to draw our clients' attention to programs, services, and additions to the collection that may be helpful to them. We are now producing many of these products in electronic format rather than in print.

We continue to prepare background kits for MLAs and senior LAS officials attending parliamentary conferences. In 2014/15, we produced backgrounders for delegates attending 10 conferences. These compilations of news and magazine articles and brief book excerpts are now offered to clients in digital form.

Our home page at http://www.legassembly.sk.ca/library is the place to find our electronic information products that are available to the general public, as well as information about library hours and services. In 2014/15, 8,381 unique visitors visited our web site on 13,828 occasions and viewed a total of 30,452 pages.

We continue to produce the monthly *Checklist of Saskatchewan Government Publications*. The *Checklist* lists the publications that Saskatchewan government agencies have deposited in the Library in accordance with *The Legislative Assembly Act, 2007*. The *Checklist* is now published electronically on the Library's public website rather than distributed in paper form.

We also prepare brief fact sheets and lists of materials on topics of current interest to our clients, and update earlier lists of ongoing interest as new materials are received. Some of these products which provide answers to questions frequently asked by the general public are also posted to the "Research Help" page of our public web site:

Our print information products include *The Members' Newsletter*, which is distributed to MLAs each month when the Legislature is in session. We produced 5 issues of *The Members' Newsletter* in 2014/15. *The Members' Newsletter* highlights new library books, special collections, and library research.

We also prepare reading lists on topics of current interest, and create brief instructional handouts explaining how to use a selection of our electronic resources.

Managing Library Facilities

Providing a Comfortable and Efficient Working Environment for Our Clients and Staff

A Library objective is to ensure that our study spaces for clients are updated to make it easier for them to spread collection materials out and to shift efficiently from one media to another (e.g. print, electronic, microform) as they work. During the previous report year, we finished designs for improved client study spaces in the Reference Room. In June 2014 we installed new client study desks and microform reader/printer stations that were custom-designed and built for our space. We also acquired new client workstations, additional book shelving, and mobile shelving for our microform and local information file collections.

View of Library shelving and client workstation installed in 2014.
Photo Credit: Kim Digney of D3 Imaging

Managing the Space for the Collections

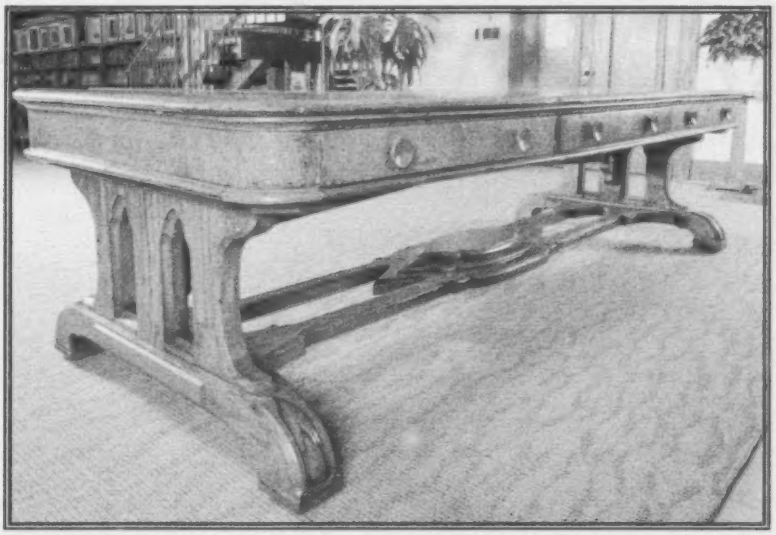
We are constantly challenged to devise a satisfactory way to allocate finite collection storage space to various categories of materials.

As part of the redesign of the floor space in the Reference Room in 2013/14, we found ways to accommodate additional shelving for books and microforms. We installed several new book stacks as well as a section of compact mobile shelving for microforms and vertical file materials in June 2014. The additional book shelving will permit expansion of our collection of Saskatchewan Government publications.

Library mobile shelving installed in 2014.
Photo Credit: Legislative Library

Showcasing the Confederation Table

One hundred years ago, the Library became the home of an artifact with a storied past. An oak refectory table in the Gothic Revival style, referred to as the "Confederation Table" because it is said that the Fathers of Confederation deliberated around it at the Quebec Conference in 1864, is a popular highlight of Legislative Building tours. In 2014, we were honoured when the Canadian Museum of History asked to borrow the table for display in the Museum's exhibit *1867: Rebellion and Confederation,* which runs from November 2014 to January 2016. The table will remain at the Museum until early 2016, at which time it will return to its home in the Library.



Confederation Table on display in the Saskatchewan Legislative Library.
Photo credit: Kim Digney of D3 Imaging

Developing and Sustaining Collections

Library collections are dynamic and evolve to remain useful to clients. New material is acquired regularly and outdated or worn out material is removed or replaced. Materials are catalogued and organized to make them findable for researchers. Rare or fragile materials need to be kept in special conditions and sometimes given protective treatment to help them last longer.

Refreshing the Content

We acquire new content in a variety of ways. Some materials (primarily trade books, newspapers, magazines, and microform subscriptions) are purchased.

This year we ordered 934 new print titles for the collection, which is about 26% less than the average over the past 20 years. We also received 8,312 issues of print newspapers and magazines this year, about one-third of the number we used to receive 20 years ago. This reduction is largely due to the elimination of many print subscriptions for daily newspapers from other provinces and abroad. Most of these papers are available in digital form through our electronic resource collection in a timelier fashion than the print versions could be delivered to the Library.

Other materials, primarily government publications, arrive through a variety of deposit and exchange agreements. This is another area where digital publishing and our increasing reliance on other Canadian legislative libraries to provide us with access to government publications from their jurisdictions have reduced the amount of material we add to our collection. In 2014/15, we added 5,882 print items to our government publications collection. In the previous two decades, it was not unusual to receive 30,000 to 40,000 such items in one year.

Other collection materials are licensed, that is, rented, on a year-by-year basis. These materials include our electronic indices, magazine and newspaper article databases, and e-book collections. In 2014/15, one of our electronic resources, Gallery Watch CRS Reports, was discontinued by the vendor. Much of the content of Gallery Watch is currently freely available on a variety of U.S. government and academic library web sites. We acquired two new electronic resource collections in 2014/15: Canadian Health Research Collection (a collection of e-books and reports in the area of health and medical research from Canadian research institutes, government agencies, and university centres), and HeinOnline (a legal research collection including backfiles of more than 1,900 law journals, Canada Supreme Court Reports, Revised Statutes of Canada, Australian and Canadian Acts of Parliament, U.S. Treaties, English law reports, and more).

Saskatchewan Government Publications

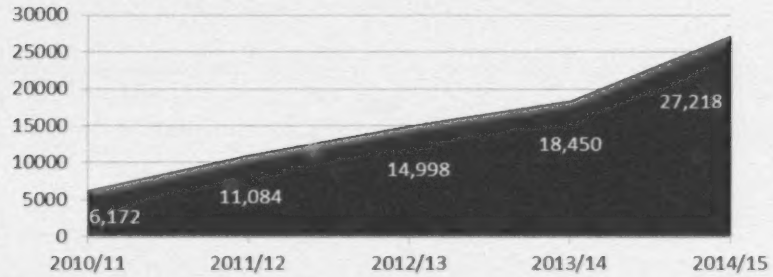
The Legislative Assembly Act, 2007 stipulates that all provincial government departments, boards, commissions and agencies, and Crown corporations shall deposit their publications with the Library. These materials are increasingly being published in electronic format. In 2014/15, we added 3,529 Saskatchewan government publications to our collection. Of these, 28% were deposited in print only, 38% in digital form only, and 34% in both print and digital form.

During 2014/15, the Library's Director of Support Services visited the majority of the agencies required to deposit publications in order to raise awareness of the requirements of the Act, to develop relationships with public servants involved in the generation of publications, and to develop our understanding of the publications being produced, with the goal of improving compliance with the

Act and identifying actions that can be taken to make the program as effective as possible. By the end of the year, the number of print and digital items deposited by Saskatchewan government agencies had increased 4.2% over the previous report year.

Our repository of Saskatchewan government electronic publications now contains 27,218 items. It has more than quadrupled in size since 2010/11. Managing this fast-growing segment of our collection to ensure that these materials remain safe and accessible will be an increasing challenge over the coming years. We are exploring the available software options specifically designed to manage electronic document repositories. We are working with our partners in the Regina Library Information Network (RegLIN) consortium, which provides our current Integrated Library System (ILS), for potential opportunities to improve our repository management in the context of pursuing a next-generation library system which may be bundled with repository software.

Number of Items in Saskatchewan Government Electronic Publications Repository, 2010/11-2014/15



Enabling Access to Materials

Our public web site brings together all the tools our users need to find out what materials the Library has: the Library catalogue and quick links to the databases and e-book collections to which we subscribe, as well as to a selection of highly pertinent free Internet resources.

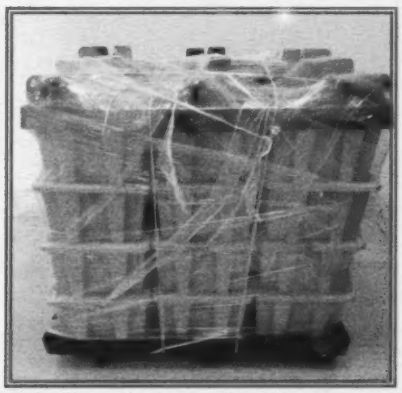
We also post our catalogue records to the national catalogue hosted by Library and Archives Canada, and to the international library catalogue WorldCat, hosted by the international library cooperative OCLC (Online Computer Library Center). This allows researchers around the world to discover materials in our collections that are relevant to their work.

Preservation: Extending the Life of the Collections

Over time, the continued use of materials and the environment in which they are housed can contribute to the deterioration of print and microform collections. We are implementing the steps required to prolong the life of the materials that have a lasting place in our collections.

We monitor temperature and humidity fluctuations in the various locations in the Legislative and Walter Scott Buildings where our collections are housed. We installed a modern climate control system in the Walter Scott location during renovations in 2011/12. As expected, the records show that we now have acceptable environmental conditions in the Walter Scott Building Collection Annex.

Bookbinding helps to preserve the useful life of publications, especially those that are issued in multiple parts. Since our local binder retired three years ago, we have been working to identify a suitable bindery in or near Regina. In 2014/15, we identified two binderies near Regina and sent them a small number of volumes in order to assess the quality of their work. We expect to be able to resume routine binding activity in 2015/16.



Batch of items ready to be shipped for deacidification.
Photo credit: Legislative Library

We have known for some time that many of our most important collections are becoming brittle due to acidity resulting from the chemicals and processes used to produce the paper on which they are printed. A sample test of our Saskatchewan government publications collection showed that most, if not all, volumes printed before 1988 are acidic. Older materials in particular show pronounced bronzing of the paper and varying degrees of brittleness. There is currently no treatment that will reverse brittleness and discolouration that has already occurred. However, chemical deacidification of acidic volumes neutralizes the acids and greatly extends the lifespan of the materials. In 2013/14, we identified a provider of mass deacidification services and conducted a small trial of their process. In 2014/15, we received funding from the LAS Refurbishment and Asset Replacement Fund to start a long-term project to treat acidic materials in our Saskatchewan government publications collection. We deacidified almost 4,000 items of greatest priority to us (Legislative Assembly publications, Gazettes, Royal Commission reports, Statutes, and Public Accounts, as well as a number of other publications of executive government agencies). We will continue this work on a smaller scale in future years.

Our Library in the Community

We work with a variety of groups dedicated to advancing library services in Saskatchewan and in the Canadian parliamentary library community to find ways to support each other in fulfilling our various mandates.

Outreach and Promotion

We welcome the opportunity to raise awareness of the Library's resources and services by supporting or participating in outreach activities undertaken by the LAS. This support and participation takes many forms, such as preparing and updating readings lists on parliamentary topics, speaking to groups of visitors, or answering questions submitted to the LAS public website.

In 2014/15, we supported the Parliamentary Program for Public Servants, the Saskatchewan Legislative Internship Program, and the Social Sciences Teachers' Institute.

In August 2014, we assisted the Provincial Capital Commission with an event marking the centenary of the beginning of World War I by creating a supporting display. This display featured relevant books by Saskatchewan authors and Saskatchewan's World War I Book of Remembrance loaned to us for the occasion by the Royal Canadian Legion, Regina Branch #001.

Library Open House

The Library held two Open House events for clients in 2014-2015 (on April 30, 2014 and on March 25, 2015). Open House activities included demonstrations of the Library's online resources and how to access them via personal mobile devices, as well as library tours and displays.

Beth Christianson providing a demonstration to guests at the Library Open House event. Photo credit: Legislative Library

Reciprocal Tours of Libraries in Regina

The Library has a long tradition of making its specialized collections available to the public either on the premises or by lending materials to other libraries. In order to make sure that local libraries are aware of the strengths of our collection, we participated in a series of reciprocal tours with other special libraries in Regina. We also benefit from visiting these other libraries to learn about their strengths and ways in which they might be able to assist our clients. In 2014/15, we hosted staff from the University of Regina Library.

Saskatchewan Book Awards

We also collaborate with the Saskatchewan Book Awards (SBA) to help promote the outstanding work of Saskatchewan authors to our clients and to the general public. Once again, we hosted a noon-hour event featuring readings by SBA winners. Many guests attended the 6th annual event held on May 7, 2014, and enjoyed hearing authors Lisa Bird-Wilson, James Daschuk, and Paul Wilson read from their award-winning books *Just Pretending*, *Clearing the Plains: Disease, Politics of Starvation, and the Loss of Aboriginal Life*, and *The Invisible Library*.

Melissa Bennett presenting library cards to authors Paul Wilson, Lisa Bird-Wilson, and James Daschuk after their participation in the Saskatchewan Book Awards reading in the Library.
Photo credit: Legislative Library

Saskatchewan Library Association

Library staff delivered a presentation at the 2014 Saskatchewan Library Association conference describing the kinds of services the Library provides and highlighting the types of government publications that are available in the collection as well as the best ways of locating them through the Library's catalogue. In addition, for the first time since 1994, we had a booth in the exhibition area at the conference where we had an opportunity to answer questions from conference attendees about the Library's mandate and services.

Partnerships

Multitype Library Board Initiatives

We continue to play an active part in the cooperative initiatives of the Saskatchewan Multitype Library Board: the Multitype Database Licensing Program (MDLP) and the Saskatchewan Digital Alliance (SDA).

We have noted elsewhere in this report that about 60% of collection usage this year was use of our licensed electronic resources. The article databases and e-book collections licensed by the MDLP are critical to our success. Five of the six databases that our clients use most heavily are part of the MDLP core collection: CPIQ (Canadian Periodical Index Quarterly), PressDisplay, Gale OneFile, Canadian Newsstand, and CBCA (Canadian Business and Current Affairs). We could not afford to assemble such a broad range of electronic materials independently; cost-sharing on a province-wide basis is essential. The Assistant Legislative Librarian and the Reference and Electronic Resources Librarian are members of the MDLP Committee that evaluates and recommends the products to be included in the province-wide licenses.

The SDA is a committee established by the Multitype Library Board that promotes and facilitates the cooperative development of digital collections in Saskatchewan. The Legislative Librarian has served on the SDA as chair from 2006 to 2015. During the report period the Legislative Librarian stepped down from the SDA and the Assistant Legislative Librarian joined. We continue to contribute staff time and expertise to the Multitype Library Board with the Legislative Librarian serving as a board member representing special libraries in Saskatchewan.

Regina Library Information Network

We are one of the founding partners of the Regina Library Information Network (RegLIN), a non-profit corporation whose members cost-share a suite of software applications used to automate the Library's ordering, cataloguing, and

lending functions. The current system, Voyager, is nearing the end of its life cycle and in 2014/15 the RegLIN partners and potential new partners began to review the structure and funding of the corporation and the process for selecting a new system.

Public Records Committee

The Legislative Librarian is a statutory member of the Public Records Committee under the authority of *The Archives Act*. This committee contributes

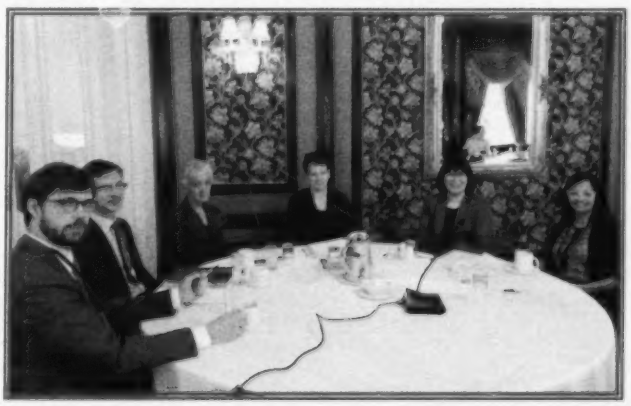
to the preservation of the documentary heritage of the Government of Saskatchewan by reviewing and approving records management schedules for public records.

Association of Parliamentary Libraries in Canada

Canada's thirteen legislative/parliamentary libraries work together to improve parliamentary library and research services in Canada through the Association of Parliamentary Libraries in Canada (APLIC).

APLIC libraries support one another's efforts to provide excellent service to their parliamentary clients by setting up and managing mechanisms such as listservs that make it fast and easy for us to share our expertise and resources. In January 2013, APLIC released the Government And Legislative Libraries Online Publications (GALLOP) Portal. The GALLOP Portal is a full-text index of the electronic government publications in each participating APLIC library's repository, with links that allow the user to retrieve the full text of publications. During 2014/15, we made presentations to promote the GALLOP Portal at the Saskatchewan Library Association annual conference and nationally by means of a webinar offered through The Education Institute of The Partnership of the Provincial and Territorial Library Associations of Canada.

APLIC holds an annual conference that is the most important networking and professional development event specifically for staff in legislative/parliamentary libraries in Canada. This year, for the first time since 1986, we hosted the conference in Regina. Forty librarians and research officers representing all of Canada's parliamentary libraries attended the conference which was held the week of September 8-12, 2014. Our program featured sessions on a wide range of topics including the relationship between parliamentary libraries and research services, the evaluation of library and research services, locally-developed reference tools, digitization and preservation of library resources, current awareness services, orientation and training of parliamentary researchers, best practices for serving parliamentary committees, and promoting library resources and services.



APLIC Conference participants attending a business session, September 2014.
Photo credit: Legislative Library

Organizational Development

Within the Library

In 2014/15, we continued our implementation of the Library's strategic plan that was renewed in January 2013.

We continued strengthening employee involvement by providing opportunities to encourage staff development, consultation and exchange of ideas, and group input toward decision making.

We completed the series of training activities to help employees develop basic proficiency with a variety of mobile devices that was initiated in the previous report year.

We organized a two-day workshop on the care and handling of books and maps which was delivered by an expert conservator. This was in response to staff interest in receiving further training in techniques to help preserve older, deteriorating materials in our print collections.

We continued to recruit a summer student term employee as Members' Services Research Assistant. This position is an opportunity for students in Library and Information Studies graduate programs. It provides excellent work experience and also supports the Members' Services area in their production of conference kits for MLAs.

Library staff participating in the care of books/maps workshop presented in February 2015.
Photo credit: Legislative Library

Within the Legislative Assembly Service

We continued to work with our Legislative Assembly Service colleagues on a number of advisory bodies that address issues affecting all LAS staff. These include the Information Services Advisory Committee (ISAC), the Human Resources Advisory Committee (HRAC), the Occupational Health and Safety Committee, the LAS Website Development Working Group, and the staff retreat planning committee.

The Legislative Librarian is part of the LAS Executive and also chairs the LAS Records Management Advisory Committee (RMAC).

Appendices

Appendix 1: Legislative Library Functional Organization

Legislative Library Functional Organization

Library Administration

- Provides leadership for the Library's strategic development
- Contributes to the strategic direction of the parent organization
- Ensures alignment of library initiatives with organizational goals of the parent organization
- Oversees library program areas
- Manages library physical, financial, and human resources
- Manages library collections development and accommodations
- Oversees public relations and partnership activities
- Develops and maintains the Library's web spaces

Reference & Circulation Services

- Provides reference and bibliographic research assistance to clients
- Staffs the Library's public service areas
- Lends library materials to clients
- Manages interlibrary borrowing and lending activities
- Maintains collections in the Legislative Building
- Produces bibliographic research materials including fact sheets, bibliographies, and briefing notes
- Trains and orients clients
- Produces promotional brochures, booklets and displays
- Provides tours to library visitors

Members' Services

- Creates and maintains personalized client interest profiles for MLAs, legislative officials and in support of committees
- Provides customized, profile-based information services including:
  - Media monitoring
  - Electronic news clipping services
  - Magazine tables of contents
  - New book alerts
- Provides bibliographic research assistance and briefing materials to support MLA professional development activities
- Produces *The Members' Newsletter*

Support Services

- Acquires, processes, and catalogues new materials
- Administers the Legal Deposit Program for Saskatchewan government publications
- Manages the automated systems for acquisitions, cataloguing, circulation, and public access catalogue
- Maintains collections in the primary collection annex in the Walter Scott Building
- Produces the *Checklist of Saskatchewan Government Publications*
- Administers publication exchange agreements with other jurisdictions
- Manages the disposition of surplus and superseded materials
- Prepares materials for binding

Appendix 2: Legislative Library Staff

The following is a list of the Legislative Library's staff establishment for the 2014/15 fiscal year.

Library Administration

Melissa K. Bennett, B.A., M.L.I.S.
Legislative Librarian

Liza Leutenegger, B.Admin.
Administrative Assistant

Patricia M. Kolesar, B.A. (Hons.), M.L.S.
Assistant Legislative Librarian

Reference and Circulation Services

Leslie J. F. Polsom, B.A., M.L.I.S.
Director of Reference Services

Michelle Giese, B.A., M.L.I.S.
Reference and Electronic Resources Librarian

Beth E. Christianson, B.A., M.A.L.S.
Reference Librarian

Cameron McKay, B.A., M.A., M.L.I.S.
Reference Librarian

Kim Heidebrecht, Library and Information Technology Diploma
Client Services Manager

Andrea D. Mancuso, B.A., Library Sciences Technician Diploma
Client Services Assistant

Joel Blechinger, B.A.
Client Services Assistant

Members' Services

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification
Members' Services Librarian

Kayla J. Olson
Members' Services Assistant (term)

Sarah Bonish, B.A.
Members' Services Research Assistant (term)

Support Services

Gregory C. Salmers, B.A. (Hons.), M.L.S.
Director of Support Services

Gina Abel, Library Technician Certificate
Support Services Manager

Chris Oxman, Library and Information Technology Diploma
Support Services Technician

Michele Strueby, Library Technician Certificate
Support Services Technician

Ashley E. Binns, Library Technician Certificate
Support Services Technician

Ivana Ruzic, Bachelor of Law
Support Services Assistant

Raeleen Rooney, B.A.
Support Services Assistant

Juanelle K. King, Library Technician Certificate
Support Services Assistant (term)